

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Civil Service Title: Construction Project Manager	Level: 03
Title Code No: 34202	Salary: \$67,083/\$77,145-\$113,725
Business Title: Project Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings/Various	Number of Positions: 2
Job ID: 262252	Hours/Shift: 35 Hours

Job Description

Only candidates who are permanent in the Construction Project Manager title or those who are reachable on the current Construction Project Manager list (Exam 2034) may apply. Please include a copy of your Notice of Result Card or indicate if you are already permanent in the title. Failure to do so will result in your disqualification.

The Department of Design and Construction, Division of Public Buildings, seeks 2 Project Directors for various Program Units. In this capacity, the candidates will be responsible for all aspects of the design and construction phases of large and complex projects. Additional responsibilities include: supervising design and construction staff; functioning as primary client liaisons on particular projects and leading the consultant selection process; tracking projects to ensure the bid, award, registration, and construction stages of each project are successfully accomplished; working closely with Project Managers to assure deadlines are met and projects are within budget; preparing reports, letters and memos; and overseeing progress on all assigned projects. Special emphasis will be placed on integrating the design and construction components of a project. The project Directors will be responsible for ensuring that this goal is achieved.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and five years of full-time satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least \$300,000 for each of the five years of the required experience; or
2. One year of the experience as described in "1" above and a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management; or
3. One year of the experience as described in "1" above and a valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects, or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States; or
4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and a combination of at least two years of experience as described in "1" above and the education as described in "2" above to equal a total of five years of education and experience. Matriculation in an undergraduate college degree program as described in "2" above may be substituted for experience on the basis of 30 semester credits for one year of satisfactory full-time experience up to a maximum of three years of experience.

Note: Candidates must specify for each construction project they worked on: a description of the construction project, the time period they worked on the construction project, and the type of work they performed. Candidates must also specify the money allotted for the project.

Driver License Requirement: At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

5. For Assignment to Level II, In addition to meeting the "Qualification Requirements" above, candidates must have one additional year of satisfactory full-time experience working in Assignment Level I; or one additional year of satisfactory full-time experience as described in "1" above.
6. For Assignment to Level III, in addition to meeting the Qualification Requirements for Construction Project Manager Assignment Level I and II; or two additional years of satisfactory full-time experience working in Construction Project Manager Assignment Level I and II; or two additional years of satisfactory full-time experience as described in question "1" above and possess a motor vehicle driver license valid in the State of New York which must be maintained for the duration of employment noting that if you have moving violations, license suspension or an accident record, you may be disqualified. Minimum Qualification Requirements

Preferred Skills

Experience in construction and construction administration functions. The successful candidates will demonstrate that s/he is comfortable having direct interaction with high-level public officials, possess excellent interpersonal skills, and knowledge of business processes in the capital design and construction areas. Excellent verbal and written communication skills are required.

Residency Requirement

New York City Residency is not required for this position.

To Apply

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID #262252. For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 262252. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

Posting Date: 09/20/2016	Post Until: Filled
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